

**DEPARTMENT OF PUBLIC SERVICE REGULATION
PUBLIC SERVICE COMMISSION
STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER**

4 Page Document

JOB TITLE:	ATTORNEY
POSITION NO.:	42100040
DIVISION:	LEGAL
PAY BAND:	7*
SALARY:	\$54,150 - \$64,150
ADDITIONAL SALARY INFORMATION:	Salary depending on qualifications, with pay raises granted by the legislature.
BARGAINING UNIT:	N/A
LOCATION:	HELENA, MONTANA
STATUS:	FULL-TIME PERMANENT
APPLICATION DEADLINE:	APRIL 8, 2013
SUPPLEMENT REQUIRED:	Yes

*Applicant without the requisite minimum experience may be hired under a training agreement at a lower annual salary.

APPLICATION DEADLINE

Applications may be completed online at <http://mt.gov/statejobs/default.mcpx>, mailed to the Public Service Commission, PO Box 202601, Helena, Montana 59620-2601, and postmarked by the closing date, or e-mailed to: ahall@mt.gov by Midnight, MST on the closing date.

REASONABLE ACCOMMODATION

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the Public Service Commission to consider any such accommodation, the applicant must make known any needed accommodation.

TYPICAL DUTIES

This position provides legal representation and/or counsel to the five-member Montana Public Service Commission and its staff and is located within the Legal/Consumer Division.

Examples of duties include the following:

1. represents the Commission in cases before the Montana District Courts, the Montana Supreme Court, federal district courts, federal appellate courts and federal administrative agencies;

2. assists the commission in processing contested cases at the administrative level;
3. advises the commission in its decision-making process;
4. drafts orders;
5. responds to public and press inquiries;
6. drafts and reviews proposed legislation;
7. testifies before legislative committees;
8. drafts rules;
9. acts as hearings examiner;
10. acts as advocacy attorney;
11. interprets and aids in enforcing motor carrier rules and statutes;
12. advises the Commission on administrative matters;
13. monitors federal agencies and may participate in federal dockets or cases.

SPECIAL NOTE

The person in this position will have responsibility for advising the Commission on some or all of the following: the Montana Telecommunications Act (a complex piece of legislation whose implementation requires significant attention to and knowledge of the Federal Telecommunications Act of 1996); the Electric Utility Industry Generation Reintegration Act (a complex statute that requires careful implementation by the Commission); most other parts of Title 69, MCA; the Montana Administrative Procedure Act as it applies to the many and varied actions and responsibilities of the Commission; other parts of state and federal law that relate to the duties of the commission, particularly the Federal Power Act, the Public Utility Regulatory Policies Act, and the Telecommunications Act of 1996.

The person in this position may specialize in a particular area of public utility law, for example telecommunications or energy, or may handle a variety of PSC legal work. Work assignments for this position will be made by the Legal/Consumer Division Administrator based on an assessment of agency needs.

EDUCATION/EXPERIENCE

Must have graduated from law school and been admitted to practice law in Montana. Persons who have taken the Montana Bar Exam, but have not received the result, or who are preparing to take the next bar exam may be hired on a probationary basis.

COMPETENCIES

The person in this position will have, or will obtain, a high level of legal expertise in state and, where necessary, federal law related to the regulation of some combination of electricity, natural gas, telecommunications, water/sewer, and motor carrier transportation. In addition, this position will have, or be expected to quickly obtain, a high level of expertise in administrative law and practice, including the application and implementation of the Montana Administrative Procedure Act as it relates to the work of the Commission.

SUPPLEMENTAL QUESTIONS:

1. Describe your experience in administrative law, including the Montana Administrative Procedure Act.
2. Describe your experience in utility, energy, or transportation law.
3. Describe your experience working collaboratively with others in a group effort requiring your legal review and analysis.
4. Describe your experience working with Microsoft Office™ applications.

APPLICATION AND SELECTION PROCEDURES

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to: an evaluation of the Montana State Application form; an evaluation of education, training and experience; an evaluation of the responses to Supplemental Questions; a semi-structured oral interview; a review of writing samples; reference checks.

All applicants must submit the following:

1. A resume, including salary history and three references related to past job experience.
2. Two writing samples, not to exceed 7 pages each. If not attached to the online application form, writing samples should be emailed to ahall@mt.gov.
3. A State of Montana Application; online form may be accessed at <http://mt.gov/statejobs/default.mcp> or contact your local job service for additional application formats.
4. Law School Transcript that indicates class rank, if graduated within the last five years.
5. Responses to the Supplemental Questions.

Applicants claiming the Veteran's or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials.

The successful applicant must produce within 24 hours of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card, along with a driver's license or other picture ID, a U.S. Passport or a Green Card.

APPLICANT POOL:

If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

Statement of Selective Service Registration Status

If you are a male born on or after January 1, 1960, and are at least 18 years of age, the Montana Compliance with Military Selective Service Act requires that you register with the Selective Service System unless you meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the state of Montana.

A false statement may be grounds for not hiring you, or for dismissing you if you have already begun work. Also, you may be punished by fine or imprisonment.

LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED